

# SpringsView Help Guide

## Use this Help document

This help document explains how to navigate and use the handheld version of the map viewer. You can access the help document by:

- Selecting 'Handheld Edition' near the bottom of the home panel to launch the help document. You can launch the home panel through the I Want To Menu.

### **Help Documents:**

[Desktop Edition](#)

[Tablet Edition](#)

[Handheld Edition](#)







## Get Started

- The information in this map viewer is organized by layers. The first layer, the base map layer, serves as a canvas for supplementary data layers that can be added to the map interface.
- The map viewer has features to help you navigate around or zoom in or out on the map.
- Specialized search functions allow you to efficiently find a location based on address, owner, parcel, or street intersection.
- This map viewer allows you to display and interact with various data layers. You can manipulate a particular map, search for data, zoom or pan to specific features, and save or print a map.

*Please note: This help document was prepared and updated at various stages throughout the development of SpringsView. For this reason, some information and images may deviate slightly from the live version of SpringsView.*

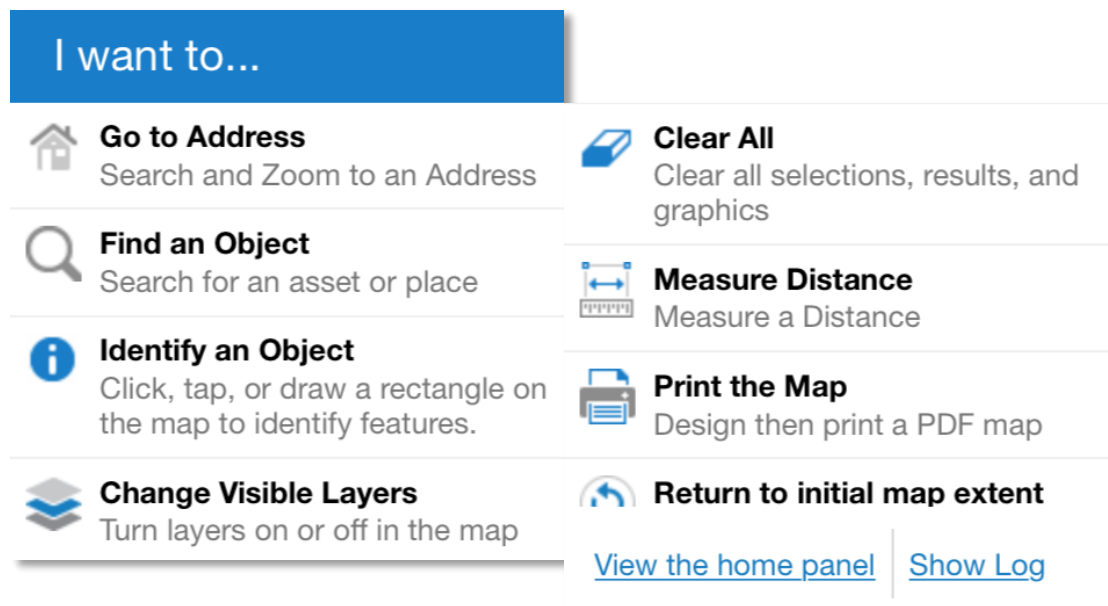
## Navigate Around the Map

On the handheld map viewer, you can use the following controls:

| If you want to...                                  | Do this...   |
|--|--|
| Pan or move the map.                               | Touch the map and drag your finger to move around the map.   |
| Zoom in or out on the map.                         | Touch the Plus  button to zoom in, and touch the  button to zoom out.<br>Double tap or pinch outwards to zoom in, and pinch inwards to zoom out. |
| Locate, track, or follow your position on the map. | Touch the  button and select from the options: Find Me, Track Me, Follow Me.  |
| Zoom to a bookmarked location in Colorado Springs. | Touch the  button and select location from options, or add a bookmark to current extent.  |
| Open/Close the Toolbar.                            | Touch the  button.  |
| Open additional map viewer panes.                  | Touch the pane selector  button. You can access the Layers List, Identify List, Basemap Selector, and Geolocation Results with this tool.   |

## I Want To Menu

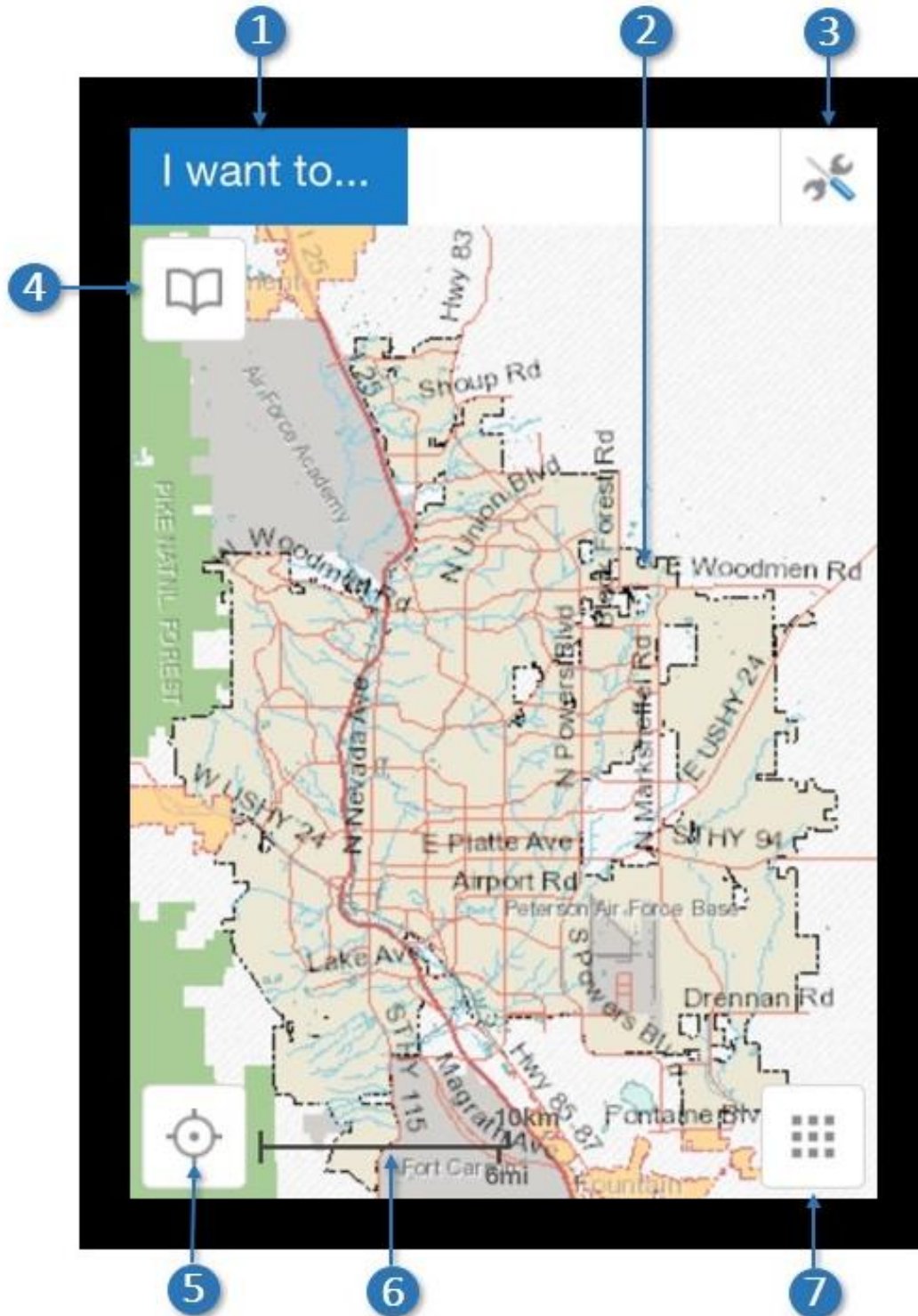
When the map viewer first opens, the **I want to...** button will be visible. This menu displays a list of shortcuts to popularly used tools. You also access the home panel through this menu.



## The Viewer Interface

### The Main Screen

When you open the map viewer, you see a screen similar to the one below.




Primary elements in the main screen of the map viewer interface.

| Number | Screen Element   |
|--------|--|
| 1      | <b>I Want To Menu:</b> This menu displays a list of shortcuts to popularly used tools. These tools are also accessible through the toolbar or home panel.  |
| 2      | <b>Map:</b> The map window where you interact with the map.  |
| 3      | <b>Toolbar</b> icon: Touch to open or close the Toolbar. The Toolbar contains different tools that allow you to interact with the map. The Toolbar is discussed in more detail in the next section of this document. |
| 4      | <b>Bookmark</b> menu: Select a location from the menu options, or add a bookmark to current extent.  |
| 5      | <b>Geolocation</b> widget: Locate, track, or follow your position on the map.  |
| 6      | <b>Scale:</b> The current scale of the map.  |
| 7      | <b>Pane Selector:</b> Access the Layers List, Identify List, Basemap Selector, and Geolocation Results with this tool.   |

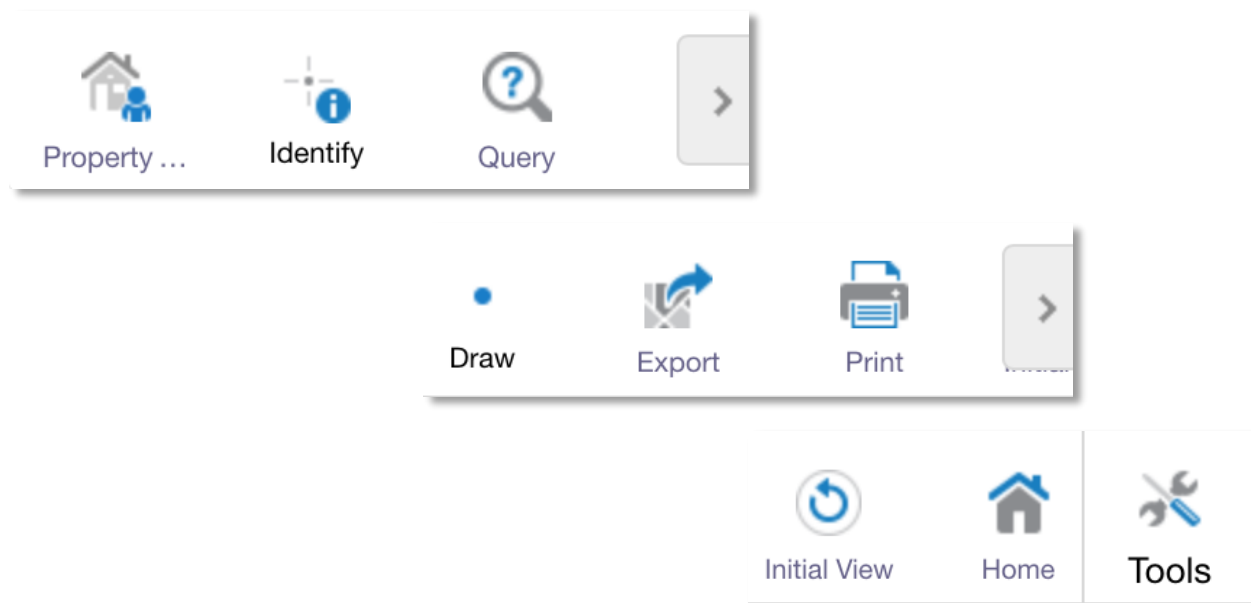
## The Toolbar

### About the Toolbar

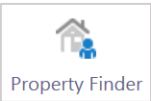
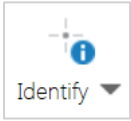





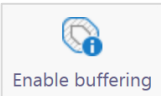
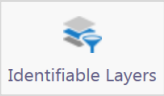











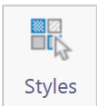




The Toolbar contains different tools that allow you to interact with the map.

To expand the toolbar, touch the  icon.

Use the arrows to scroll the toolbar to the left or right.





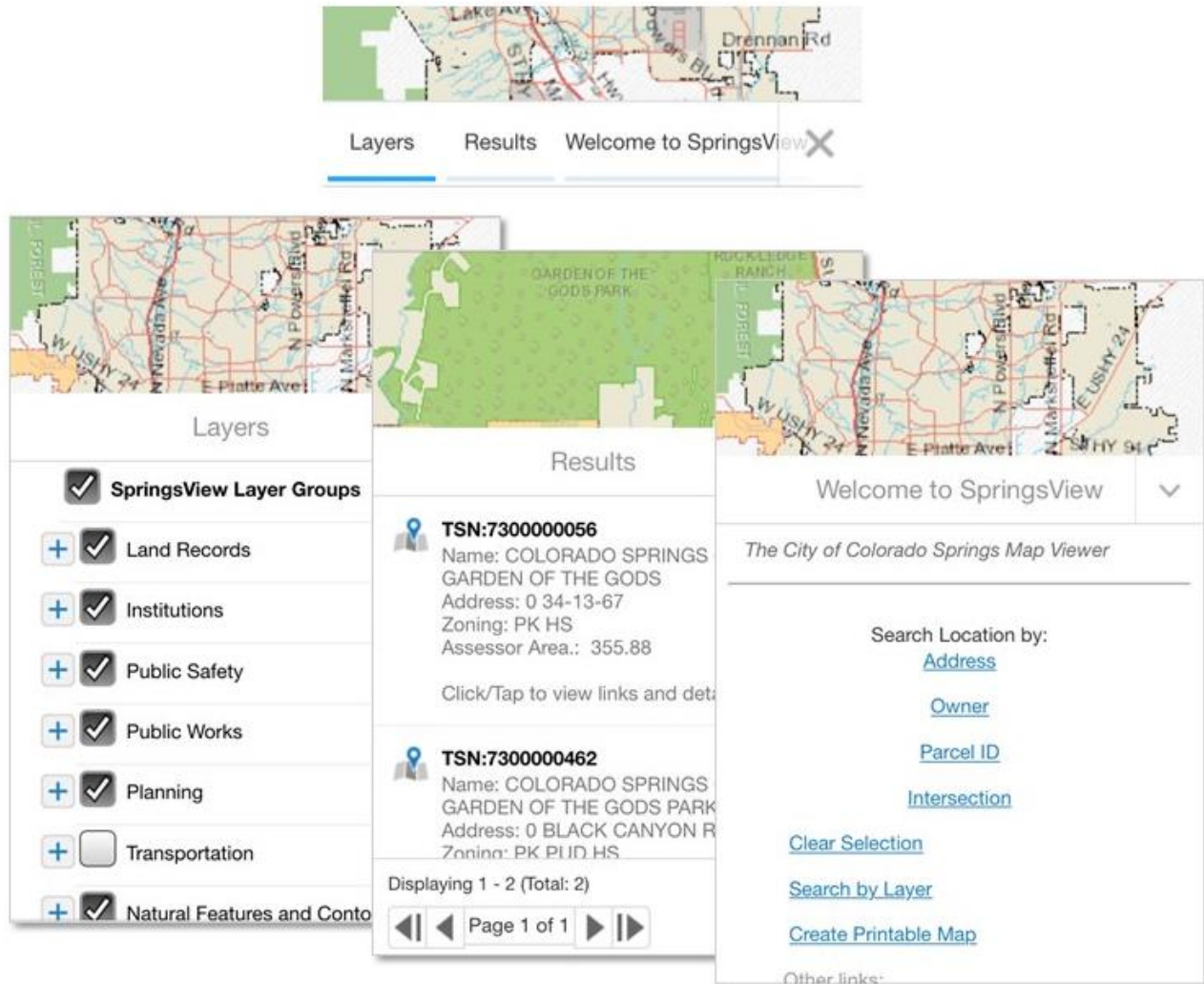
## Map Viewer Toolbar

| Use this tool...  | To...  |
|---|--|
|  <p>Property Finder</p>  | Search for a parcel by an address, intersection, owner name, or a parcel number.   |
|  <p>Identify ▼</p> <div>      </div> <p>Point Freehand Line Polygon Rectangle</p> <div>   </div> <p>Enable buffering Identifiable Layers</p>  | Identify data on the map by selecting a point, or drawing a line or polygon on the map. When you use the Identify Tool, it searches multiple layers at the same time; if a layer is off, that layer's information will not be included in the process. A Results List panel will be displayed within the Information Panel. The Identify Tool can be customized by: 1). Touching the Identify <i>icon</i> to add a buffer or to limit identifiable layers, or 2). Touching the Identify <i>title</i> to choose the selection geometry to use to identify features. |
|  <p>Query</p>  | Build a query to search within a specific map layer.   |
|  <p>Draw</p> <div>     </div> <p>Point Text Line Freehand</p> <div>      </div> <p>Freehand Shape Ellipse Circle Polygon Rectangle</p>  <p>Styles</p> | Add points, lines, shapes, or text annotations to the map. The Draw Tool can be customized by 1). Touching the Draw <i>icon</i> to change the text or drawing style, or 2). Touching the Draw <i>title</i> to choose the drawing geometry.   |
|  <p>Export</p>   | Open the export image dialog box and select the image format that you want to export the map into.   |
|  <p>Print</p>  | Open the print dialog box where you can select the Layout, Output Format, Resolution, and Scale to print the map.  |
|  <p>Initial View</p>   | Return to the original extent that the map was at when it opened.  |
|  <p>Home</p>   | Open the Home Panel in the Information Panel.  |





# The Information Panel

## About the Information Panel

- Use the pane selector  button to display the information panel. The Home, Map Layers, and Identify Results Panels are displayed here. Other important tools—basemap selector, geolocation results, bookmarks—are also displayed in the Information Panel. You can touch each panel button to return to that function.
- Each panel can be minimized by touching the  in the top-right corner.



## Map Layers Panel

- The Map Layers panel houses all of the map viewer layers. This is where different data layers can be turned on or off.
- The layers in this panel are organized into expandable  / collapsible  groups based on the nature of their data. These layers and layer groups can be turned on  or off . The Map Layers panel also displays the basemaps layers—the slider beside these layers allows you to adjust the transparency of the basemaps.
- At the top-right of the Map Layers panel, is the Show Legend/ Show Layers button that makes it possible to toggle between the layers list and the Map Legend.

## Identify Results Panel

- One of the main functions of the Information Panel is to list selected features when you use an Identify tool. Items appear in this panel after you perform a valid search or other task that returns results.

## Home Panel

- The Home panel is accessible through the I Want To menu. This panel contains search and print functions, and access to external links and the SpringsView help documents.